

Bloorview MacMillan Children's Centre Volunteer Contract

I, <<First>> <<Last>>, agree to the following:

As a Volunteer, I must respect the need for CONFIDENTIALITY and discretion regarding information pertaining to clients at Bloorview MacMillan Children's Centre and that volunteers do not have access to clients' charts. Volunteers should never take photographs of clients.

As a Volunteer, I must report any disclosure or suspicion of child abuse to my staff supervisor who will assist me in following the Centre's procedure for reporting suspicion of child abuse to the proper child welfare authority.

That discrimination or harassment of any kind toward clients, staff or other volunteers will not be tolerated and will be cause for immediate termination.

As a Volunteer, I am responsible for familiarizing myself with the contents of the Volunteer Handbook. Supervisors of Volunteers are responsible for ensuring all Volunteers are familiar with emergency procedures.

As a condition of volunteering, in addition to my reference checks, I am required to have a Police Records Check conducted. (18 years or older). This check must be either negative (i.e. no criminal record) or free from indication of any criminal activity that would represent a risk to clients, families, staff, volunteers and visitors.

On an annual basis, I (18 years of age and older) will complete a declaration indicating whether or not I have been convicted of any criminal offences in the past year. This declaration must be either negative (i.e. no criminal record) or free from indication of any criminal activity that would represent a risk to clients, families, staff, volunteers and visitors.

That special requests made of volunteers by clients must first be cleared by a staff member.

That I will not give out personal telephone numbers, addresses or e-mail addresses to clients.

That I am responsible for signing in and out at designated stations.

That I must wear my Photo ID while on duty.

That I must report in and out to my assigned staff supervisor or delegate and must confine my activities to the area, time and day assigned. That it is imperative that I notify my supervisor or delegate as early as possible, if a commitment cannot be kept.

That all volunteers undergo a probationary period as determined by Volunteer Resources. I am required to commit to a total minimum of 40 hours of volunteer activity, unless otherwise agreed to with Volunteer Resources and my staff supervisor.

That I must attend specific Orientation and Training Sessions, and supply a completed Mandatory Health Surveillance Program form before volunteering.

That I will act in a mature, responsible and professional manner.

Volunteer's signature: _____ Date: _____

Volunteer Coordinator's signature: _____ Date: _____